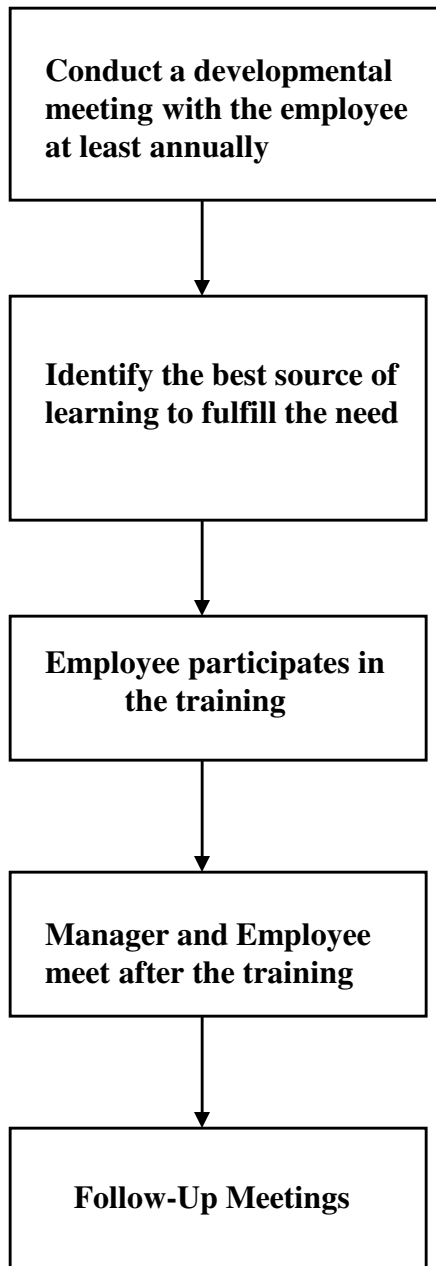


Charting Development

How?



- Ask the questions on following page
- Target opportunities
- Decide if training is appropriate

Discuss with the employee:

- How it fits into their developmental plan
- What they will learn
- Why they are participating
- What they will be expected to do when they return
- Benefits to them and the organization

- Plan is developed to apply the training
- Realistic goals are set
- Follow-up is established

- Discuss progress
- Revise plan if necessary